

U.S. Department  
of Transportation

United States  
Coast Guard



Commandant  
United States Coast Guard

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COMDTINST 1131.16B  
1 SEP 1992

## COMMANDANT INSTRUCTION 1131.16B

Subj: Minority Officer Recruiting Effort (MORE) Program

Ref: (a) COMDTINST M1100.2B, Recruiting Manual  
(b) COMDTINST M6000.1B, Medical Manual

1. PURPOSE. This Instruction publishes information concerning applications, selections, training, and performance requirements for the Minority Officer Recruiting Effort (MORE) Program. The intended users are the Regional Recruiting Commands, Recruiting Offices and Detachments.
2. DIRECTIVES AFFECTED. Commandant Instruction 1131.16A is cancelled.
3. DISCUSSION.
  - a. The Minority Officer Recruiting Effort (MORE) Program was developed in conjunction with Presidential Executive Order 12677 of 28 April 1989, to increase Historically Black Colleges and Universities (HBCU'S) participation in federally sponsored programs.
  - b. The Department of Transportation (DOT) and the Hispanic Association of Colleges and Universities (HACU) entered into a partnership agreement and signed a Memorandum of Understanding to promote mutual interest programs, pursuant to Executive Order 12729, which are designed to increase the participation of Hispanic Americans from HACU in the DOT work force. Students attending HACU colleges and universities are thus eligible for the MORE program.

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3. c. The MORE Program is a scholarship program designed to increase the number of minorities in Coast Guard commissioning programs. MORE applicants are selected from sophomore and junior year civilian and Reserve students at HBCU and HACU institutions, and other approved institutions which have significant minority populations and offer a 4-year bachelor degree program.
- d. The MORE program is a fully funded scholarship program which may pay up to 2 academic years of college tuition, books, and essential supplies for full time students. While enrolled in school, the MORE candidate is enlisted in the Regular Coast Guard, with a 4-year active duty obligation, as an E-2 or E-3 in accordance with the provisions of chapter 3 of reference (a). In addition to full tuition, students receive full pay and allowances and appropriate benefits for their respective paygrades.
- e. The program selects college sophomores and juniors with the academic potential and motivation to become a Coast Guard commissioned officer. During the summer before the junior year, if selected as a sophomore, or the summer before the senior year, if selected as a junior, the individual attends Coast Guard recruit training at Cape May, New Jersey, for approximately 8 weeks of indoctrination. Upon successful completion of recruit training, the member returns to college for either completion of the junior year or senior year, whichever applies. Members who join as sophomores can expect to spend 3 to 4 weeks of their second summer at MORE Indoctrination, at Reserve Training Center Yorktown, Virginia. As soon as practicable after graduation from college, the individual commences Officer Candidate School (OCS) for a 17-week program. Upon completion of OCS, the member is discharged from an enlisted status and commissioned as an ensign in the Coast Guard Reserve. At this point the member incurs a 3-year obligation to serve on active duty as a commissioned officer.

4. ELIGIBILITY. The MORE Program applicants must meet the following criteria:
  - a. Age. Applicants must meet age requirements for OCS upon graduation from college (be at least 21 years of age but not have reached their 27th birthday).
  - b. Dependent Status. Not more than three dependents.
  - c. Education. Be a sophomore or junior college student enrolled or accepted for enrollment in a bachelors degree program at a designated HBCU or HACU institution, or a significantly minority populated institution approved by Commandant (G-PRJ). Have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale.
  - d. Citizenship. Must be a U. S. Citizen.
  - e. Military Status. Active duty personnel are ineligible to apply, unless their service contract expires prior to convening of Fall semester classes. Reserve personnel E-4 and below may apply.
  - f. Qualification Test. Take the Armed Service Vocational Aptitude Battery (ASVAB) and achieve a qualifying score for entry into the Regular Coast Guard. Take the Officer Aptitude Rating (OAR) and achieve a minimum score of 36.
  - g. Physical Requirement. Must meet the requirements of a commissioning physical as listed in chapter 3 of reference (b) prior to acceptance in the MORE program. The physical must have been completed within 2 years from date of MORE selection board (April).
5. TERM OF SERVICE.
  - a. Candidates enlist in the Regular Coast Guard as an] E-2/E-3 with a 4-year active duty obligation and a 4-year inactive Reserve obligation upon acceptance for the MORE program. If unsuccessful during any portion of the program, the candidate must fulfill the remainder of

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5. a. (cont'd) the 4-year active duty obligation in an enlisted status, unless otherwise authorized by Commandant (G-PRJ). Candidates who are unsuccessful at OCS, but demonstrate potential to be successful petty officers and meet all requirements, may be placed in the guaranteed Class "A" school Type II program by Commandant (G-PRJ).
- b. Upon completion of the 17 week OCS training period at Coast Guard Reserve Training Center, Yorktown, VA, members are commissioned as an ensign in the Coast Guard Reserve, and incur a 3-year obligation to serve on active duty.
6. DEADLINE FOR APPLICATION. All applications must be submitted for Commandant (G-PRJ) not later than 15 March, in the year for which applying.
7. PROCEDURES.
  - a. District commanders shall encourage unit participation in all recruiting efforts, with emphasis on the MORE program. Additionally, district commanders shall, through their personal participation, seek opportunities to develop active liaison with HBCU and HACU university presidents and counselors for the purpose of emphasizing the Coast Guard's commitment to the MORE program.
  - b. Commanders of Regional Recruiting Commands shall:
    - (1) Publicize the MORE program and direct all interested individuals to the appropriate recruiting office for processing.
    - (2) Utilize the assigned minority recruiting officer to execute provisions of this Instruction, including:
      - (a) Monitoring educational status of MORE candidates within the respective region.
      - (b) Actively promote and recruit promising applicants for minority accessions.

7. b. (3) Develop a comprehensive annual MORE plan for visits to the various HBCU's and HACU institutions, and approved institutions with significant minority populations for the purpose of increasing participation in the program.
- (4) Ensure the More program is promoted and publicized through campus media at HBCU's and HACU institutions, and other approved institutions.
- c. Officers in charge of local recruiting offices and detachments shall:
  - (1) Promote the program at HBCU's, HACU institutions, and other approved institutions.
  - (2) Actively test, interview, and process the MORE program applicants locally.
8. ACTION. Area and district commanders, commanders of maintenance and logistic commands, unit commanding officers, Commander, CG Activities Europe shall make sure the contents of this Instruction are followed.

/s/ J. M. LOY  
Chief, Office of Personnel  
and Training

- Encl: (1) Application procedures for MORE program  
(2) Statement of Understanding, MORE

Encl: (1) to COMDTINST 1131.16B

APPLICATION PROCEDURES FOR MORE PROGRAM  
APPLICATION SHALL INCLUDE THE FOLLOWING DOCUMENTS:

1. Narrative Summary - typed in clear, concise English on plain bond paper. The summary must state the program for which the individual is applying, and the reason for applying. Applicant's goals should be mentioned here.
2. Four photos - These photos are important and must not be "incidental". They should be portrait shots; either amateur or professional. Two full-figure (front and side view) from head to toe, and two facial (front and side view) are required. A plain or simple background is best.
3. Interviewer's Appraisals for Officer Recruiting Programs (CG-2993) - These forms are to be included by the recruiter after the officer panel meets the individual and completes the report. The panel will forward the forms to the recruiter within 2 days of completion. Do not give to applicant.
4. Prior service members will provide copies of performance evaluation reports, and a copy of form DD-214.
5. Statement of Personal History (DD-398-2) - the individual must fill out and sign all applicable portions. Recruiters should verbally inquire about any arrests. If any arrests, continue inquiry and instruct applicant to prepare typed statement explaining the circumstances leading to the arrest(s). Commandant (G-PRJ) will determine eligibility of applicant.
6. Record of Military Processing - Armed Forces of the United States (DD-1966).
7. Official college transcripts - Applicants must provide official copies of transcripts with grades for their entire college record. Additionally, transcript of SAT or ACT tests scores is required.
8. Character Reference (CG-4445) - Applicant must provide the complete name and address of five references. Academic sources and/or employer sources are preferred, but not mandatory.
9. OCS Agreement (CG-3211, CG-3211A or CG-3211B).
10. Police Records Check (DD-369) - required for all applicants, for home of record and present address.

11. Statement of Understanding for Enlistment in the Minority Officer Recruiting Effort - must be signed, dated, and witnessed.
12. Evidence of name change or citizenship (if applicable).
13. Check Off Sheet - ensure this sheet is included.
14. List of anticipated dates and places of residence must have at least two contact addresses and phone numbers including parents/guardians.
15. Correspondence - copies of awards, recommendations, and any additional training certificates.
16. Reports of Medical Examination (SF-88) and Medical History (SF-93) - approved by MEPS or Coast Guard.
17. Personnel Security Action Request (OPNAV FORM 5510-413).
18. Department of Defense National Agency Questionnaire (DD-398-2, MAR 90).
19. Fingerprint Chart non-prior Coast Guard and (FD-258) if prior Coast Guard, as appropriate, two copies.
20. Authority for Release of Information (CG-5044) – signed and completed.
21. Certified copy of birth certificate, with raised seal.
22. Copy of social security card.
23. Copy of marriage certificate and or divorce decree (for self, and or spouse, if applicable).
24. Statement of Financial Obligation/Spouse's Consent (CG-4891) if married.
25. Copy of children's birth certificate, (if applicable).
26. Statement from institution indicating tuition cost of present year, and whether in/out of state tuition applies.

ENCL: (2) to COMDTINST 1131.16B

STATEMENT OF UNDERSTANDING  
MINORITY OFFICER RECRUITMENT EFFORT

An original and three copies of this form shall be prepared. It will become an Annex to the Enlistment/Reenlistment Document, Armed Forces of the United State (DD-4).

1. I, \_\_\_\_\_, understand that in entering the Minority Officer Recruitment Effort Program of the United States Coast Guard (MORE), I:
  - a. must enlist in the Regular Coast Guard with a 4-year active duty obligation and a 4-year inactive Reserve obligation.
  - b. will be assigned to Coast Guard Officer Candidate School, upon successful completion of college and program requirements.
2. I further understand that when I successfully complete Officer Candidate School, I will be discharged from my enlisted status and be commissioned as an ensign in the Coast Guard Reserve to serve on active duty for a minimum of 3 years from the date of my commissioning.
3. I further understand that I will be subject to removal from the program and assigned to a Coast Guard unit, at the discretion of Commandant (G-PRJ), to begin completing the remainder of my 4-year active-duty obligation in an enlisted status if I fail to meet any of the Program requirements as per COMDTINST M1100.2 (series), Article 5-J, or if I fail to:
  - a. meet all university/college degree requirements and receive my degree by  
\_\_\_\_\_.  
(month) (year)
  - b. complete Officer Candidate School and receive a commission.
4. I further understand that if I am found guilty of any violation of the Uniform Code of Military Justice (UCMJ), I will be removed from the Program and be obligated per paragraph 3. above.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ at  
(month) (year)

\_\_\_\_\_  
(city) (state)

APPLICANT SIGNATURE \_\_\_\_\_  
(type name/title)

WITNESS SIGNATURE \_\_\_\_\_  
(type name/title)